CITY OF CONCORD CLASS SPECIFICATION

CLASS TITLE: DIRECTOR OF REDEVELOPMENT, DOWNTOWN SERVICES, & SPECIAL

PROJECTS

DEPARTMENT: CITY ADMINISTRATION JOB CODE: REPORTS TO: CITY MANAGER DATE: 05/13

JOB SUMMARY:

Works directly under the City Manager, coordinating targeted economic development initiatives and complex projects in the community, focused primarily in Downtown Concord, Downtown Penacook and environs. In addition, the position will oversee grant programs, including the Community Development Block Grant Program, as well as management of the City's Revolving Loan Fund Program, RSA 79-E Community Revitalization Tax Relief Program, and the Tax Increment Financing Districts. The employee shall also be responsible for strategic planning and financial operations of the City Parking Division. The employee shall also be responsible for coordination of capital projects and maintenance activities within the City's Downtown and Penacook Village Central Business Districts. The employee is responsible for assisting the City Manager in coordinating with departments in the areas of economic development, conservation, historic preservation, overall community improvements and services. The employee will act as a catalyst in assigned areas, as well as manage the day-to-day efforts for high profile initiatives as assigned.

ESSENTIAL JOB FUNCTIONS:

Assists the City Manager in the day-to-day management of high profile, targeted economic development initiatives and projects. Many of these efforts with involve complex development and redevelopment projects which will require a refined financial acumen. Efforts shall primarily be focused in Downtown Concord, Downtown Penacook and environs.

Provide focus and support to catalyst projects that are most relevant to area initiatives for development, redevelopment, conservation, historic preservation, community improvements, and the delivery of city services. Negotiating City participation in public/private partnerships, developing project pro formas and analyzing potential City participation in projects, identifying project elements and developing project management plans, assisting in developing and negotiating and/or reviewing agreements, establishing and monitoring project budgets, coordinating contracted or City work required as part of City obligations with other department or divisions, processing and approving payments to contractors and/or vendors and monitoring and reporting on project status.

Oversees grant programs as they relate to the City Administration. In particular, responsible for the day-to-day administration and management of the Community Development Block Grant Program and the Revolving Loan Fund Program. Serves as primary staff person to support the Community Development Advisory Committee.

Oversees the operational financial management of the City's Tax Increment Financing Districts. Serves as primary staff person to support the Tax Increment Finance District Advisory Committees.

Oversees fiscal administration of the City Parking Division. Responsibilities include strategic planning, preparation of the Parking Fund Pro Forma, negotiation of lease agreements, as well as coordinating capital investments in parking facilities. Oversees maintenance activities undertaken by the Parking Division, General Services Department, Parks and Recreation Department, and private contractors. Serves as primary staff person to support the Parking Committee.

Coordinates the City's maintenance activities within the Downtown and Penacook Village Central Business Districts and oversees activities undertaken by all City departments.

Oversees, coordinates, and administers high profile City capital projects as assigned by the City Manager.

Director of Redevelopment, Downtown Services, & Special Projects Page 2 of 4

Assists the City Manager and management team in the preparation of the City's Annual Operating Budget.

Develops, in coordination with all Department Heads, a comprehensive 20-Year Capital Budget that considers all funding sources and financial pro formas.

Responsible for coordinating and completing real estate transactions; primarily those associated with development projects and tax deeded property.

Works with the City Manager to manage communications and public relations efforts of the City.

Works with upper management to keep them informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist management in making needed improvements.

Represents the City at various functions such as making speeches at civic and business associations, meets with influential persons within the community, developers, officials, citizens, and representatives of the media, to establish goodwill and resolve and respond to issues.

Receives and investigates complaints and inquiries by citizens and outside agencies, responds or refers to appropriate department or division for action and follow-up.

Works with City Manager to prepare the monthly City Council Agenda and present agenda items at City Council meetings.

Prepares operating budget for the assigned program areas, including accomplishments; workload measurements; and management goals.

Supervises preparation of agendas and minutes of the various boards, committees and commissions as assigned; prepares, reports, and provides documentation as required.

Serves as primary City liaison to State of New Hampshire concerning State Capital Projects within Concord and coordinates State Capitol Regional Planning Commission meetings as required.

Performs special assignments as directed to include researching and preparing reports and findings, developing and implementing programs, and presenting technical data to staff, committees, elected officials, and others.

Writes detailed or technical reports of all findings, conclusions, and recommendations based on a thorough analysis and interpretation of data for presentation to others.

Perform other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer General Office Equipment Automobile

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Master's degree from an accredited educational establishment with major course work in community development, economic development, business or public administration, or closely related field; and ten (10) years of responsible experience with municipal, state, or federal government, or performing work related to community and economic development in private business; or any combination of education, training and experience which provides the knowledge, skills, and abilities required for the job

Licenses and Certifications: Valid New Hampshire Drivers License, Certified Economic Developer (desired), NH Department of Environmental Services Hazardous Waste Coordinator Certificate (desired)

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of real estate development and redevelopment.

Principles and practices of economics.

Principles and practices of community development, economic development, land use planning, urban design, civil /structural/environmental engineering, architecture, and landscape architecture.

Principles and practices of real estate (development financing, market feasibility studies, real estate law, negotiation of purchase and sales agreements, etc.)

Principles and practices of municipal finance and budgeting, including, but not limited to, operating and capital budgets, tax increment financing, general obligation bonds, revenue bonds, reserve funds, special assessment districts, business improvement districts, State and Federal tax credit programs, development incentives, etc.)

Principles and practices of public parking systems and related infrastructure.

Principles and practices of governmental purchasing processes and contracting procedures.

Principles and practices of grant writing and management.

Principles and practices of environmental contamination issues as they pertain to real estate development. Understanding of State and Federal laws, rules, regulations, and policies related to environmental cleanup.

Written language skills including spelling, grammar, punctuation, and vocabulary.

Methods and techniques of research and statistical analysis.

Computer applications related to the work. Specific skills related to Microsoft Word, Project, Schedule, Excel, Outlook, Power Point, Access and ESRI Arc/Map desired.

Skill In:

Using tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, getting others to complete work assignments and following up assignments with a minimum of direction.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Accurately proofreading copy with accompanying knowledge of grammar, punctuation and spelling.

Communicating clearly and effectively, orally and in writing.

Budget development and program analysis.

Mental and Physical Abilities to:

Set up quantitative analysis programs.

Develop and interpret trend data.

Director of Redevelopment, Downtown Services, & Special Projects Page 4 of 4

Prepare and present oral and written reports to groups of various sizes.

Establish and maintain effective working relationships with businesses and public officials.

Write reports and correspondence.

Read and interpret documents such as safety rules, operation and maintenance instructions, procedures, and so forth.

Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Read and interpret building and site plans and other construction plans and documents.

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Define problems, collect data, establish facts and draw valid conclusions.

While performing the essential functions of this job, the employee is frequently required to drive an automobile, stand, walk, sit, use hands, and talk or hear.

Working Conditions:

The incumbent's working conditions are typically quiet. Incumbent's working conditions periodically include active construction sites.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.